

Staffing Guide

Position Description			Custodial Worker Supervisor (Housekeeper Supervisor)		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation X • Occupancy Rate X • Seasonal/Peak Workload X 	<ul style="list-style-type: none"> • Staff Supervised X • Facility Layout X • Facility Size X 	<ul style="list-style-type: none"> • Facility Age X • _____ • _____ 		
Workload/Staffing Comments: Housekeeping Supervisor supervises workers directly and through subordinate leaders and shift supervisors in accomplishing housekeeping functions. Oversees the housekeeping responsibilities involved with cleaning of rooms, corridors, stairways, and common areas; availability, use and storage of housekeeping supplies and equipment.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	1 (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers	1 (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers	1 (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers
Alternate Staffing Standard (If Required)	None	None	1 additional (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers or portion thereof for dispersed or remote facilities	1 additional (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers or portion thereof for dispersed or remote facilities	1 additional (NS-2) per 3 custodial work leaders or 1 (NS-2) per 12 custodial housekeepers or portion thereof for dispersed or remote facilities
Explanation of Alternative Staffing Standard: Disposition of facilities may reduce the number of persons supervised to 1 to 8.					
Dispersed facilities are defined as facilities on the same installation that are geographically separated by several miles. Remote sites are those on separate installations.					
Staffing Standard Footnotes: Housekeeper Supervisor should be scheduled to cover weekends and periods when Executive Housekeeper is off. This position may assist in completing housekeeping duties, to include inspecting and maintaining the quality of services.					

